

## **THE TRANSPORTATION AUTHORITY OF MARIN (TAM) ISSUES A CALL FOR APPLICATIONS FOR UPCOMING VACANCIES ON ITS CITIZENS' OVERSIGHT COMMITTEE (COC)**

Applicants are being sought for twelve vacancies on the Transportation Authority of Marin's Citizens' Oversight Committee (COC), a group that reviews Measure A sales tax-related expenditures of TAM. The COC is composed of 12 members and 12 alternates who are private citizens and reside in Marin County, who collectively represent the diversity of Marin County and who have no economic interest in TAM's projects. Members will be required to comply with the disclosure and conflict of interest requirements of the Political Reform Act of 1974. Half of the positions, 6 members and 6 alternates, are due to expire May 31, 2007. The four-year term for these positions, therefore, begins on June 1, 2007.

At this time, TAM is requesting applications for:

- One member and one alternate from Ross Valley Planning Area nominated by TAM Commissioner
- One member and one alternate from Southern Marin Planning Area nominated by TAM Commissioner
- One member and one alternate from West Marin Planning Area nominated by TAM Commissioner
- One member and one alternate from, and nominated by, an advocacy group representing bicyclists and pedestrians
- One member and one alternate from, and nominated by, the League of Women Voters
- One member and one alternate from, and nominated by, the Marin County Paratransit Coordinating Council, representing seniors and persons with disabilities

Specifically, the responsibilities of this committee are:

- The committee will hold public hearings and issue reports, on at least an annual basis, to inform Marin residents how Measure A funds are being spent. The hearings will be open to the public and will be held in compliance with the Brown Act, California's open meeting law. Information announcing the hearings will be well publicized and posted in advance.
- The committee will have full access to TAM's independent auditor and will have authority to request and review specific information and to comment on the auditor's reports.
- The committee will publish an annual report which will be made available to the public.

All administration of committee activities are provided by TAM at the direction of the committee.

Interested parties may apply in one of the following ways:

- Visit TAM's website at [www.tam.ca.gov](http://www.tam.ca.gov) to download the standard TAM advisory committee application packet
- Contact the TAM office at 415-507-2680 to request an application packet by mail

- Pick up an application packet at TAM's office: 70 San Pablo Avenue in San Rafael

Original signed applications will be accepted for both membership and alternate positions and must be received in TAM's office by **5:00 p.m. on May 10, 2007.**



**APPLICATION FOR APPOINTMENT TO ADVISORY COMMITTEES  
TO THE TRANSPORTATION AUTHORITY OF MARIN (TAM)**

***Please complete this form and return to the TAM Executive Director at the address below.***

**Name:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_

**Advisory Committee Applied For:** \_\_\_\_\_

**Member or Designated Alternate Appointment:** \_\_\_\_\_

*(For Citizens' Oversight Committee and Technical Advisory Committee Only)*

**Nominating Organization:** \_\_\_\_\_

*(For Citizens' Oversight Committee and Technical Advisory Committee Only)*

**Summary of Qualifications for Appointment:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Summary of Reasons for Applying:** \_\_\_\_\_

\_\_\_\_\_

*Please note that Citizens' Oversight Committee members shall be private citizens who are neither elected officials nor public employees from any agency that either oversees or benefits from the proceeds of the transportation sales tax.*

**List any government agency or organization of which you are an elected official, officer, or employee that are funded by or provide services to TAM:**

*Please note that you will be required to file a Conflict of Interest disclosure statement if you are appointed to a TAM Advisory committee (California Government Code Section 81000 et seq.) Membership to any TAM advisory committee shall be restricted to individuals without personal financial interest in any Measure A project. "Financial interest" is defined in California Government code Section 87103.*

**Do you or will you have any personal financial interest in any Measure A project?**

Yes \_\_\_\_\_ No \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

*Additional information may be attached*

c/o Marin County Department of Public Works, P. O. Box 4186, San Rafael, CA 94913  
Phone: 415/507-2680 – Fax: 415/507-2648 – [www.tam.ca.gov](http://www.tam.ca.gov)

## **TAM Advisory Committees**

### **Standing Rules and Application and Appointment Procedures**

#### **Standing Rules**

1. Citizens appointed to the two standing TAM advisory committees, the Citizen Oversight and the Technical Advisory Committee, shall be appointed for a term of four years; however, in order to provide for staggered terms for committee members, at the first meeting of the committee, the members shall draw lots to determine whether their initial appointment term will be 2 or 4 years. All initial appointment terms shall commence on June 1, 2005 and, subject to earlier removal or termination as provided herein, shall expire on May 31, 2007, as to two-year terms and May 31, 2009, as to four-year terms. Thereafter, terms shall commence on June 1 and shall terminate on the fourth anniversary date of such commencement date. If a committee member is unable to complete his or her term, a replacement member will be appointed by the TAM Board to fill the vacancy and complete the appointment term. Members of these advisory committees shall be appointed to their full terms, subject to eligibility provisions contained in Section 104.3 of the TAM Administrative Code.
2. Each committee member also shall have a designated alternate appointed, subject to eligibility provisions contained in Section 104.3 of the TAM Administrative Code, who shall attend committee meetings in the event that the appointed committee member is unable to attend. It shall be the responsibility of the appointed committee member to inform their designated alternate when the appointed committee member is unable to attend a meeting of the committee. The name of each designated alternate shall be on file with TAM.
3. Any special or ad hoc advisory committee so created shall cease to exist upon the accomplishment of the special purpose for which it was created, or when abolished by a majority vote of the TAM Board. The Executive Director shall prepare an annual summary report of special or ad hoc advisory committees and make recommendations to the TAM Board regarding the elimination of committees whose functions or purpose have been fulfilled or where the mandate or purpose for the creation of the committee has expired.
4. Advisory committees that are responsible for conducting public business for TAM are subject to all provisions of the Ralph M. Brown Act, California Government Code Section 54950 et seq. (as amended), which mandates open meetings for local legislative bodies.
5. Advisory committee members are required to comply with disclosure and conflict of interest requirements of the Political Reform Act of 1974, California Government Code Section 81000 et seq. (as amended), and must complete and file all necessary disclosure documents. Committee members shall avoid impropriety and the appearance of impropriety and shall not use their appointed position to further their own financial gain or for any other purpose not directly related to the governmental function they have been appointed to perform. Specifically, committee membership shall be restricted to individuals without personal financial interest in any Measure A project. Committee members are defined as "public officials" of TAM (California Government Code Section

82048), and no public official shall make, participate in making, or in any way attempt to use his or her official position to influence a governmental decision in which he or she knows, or has reason to know, he or she has a financial interest (California Government Code Section 87100). Having a financial interest in a decision is defined by California Government Code Section 87103.

6. All appointed advisory committee members, whether new or re-appointed, shall take a loyalty Oath of Office prior to voting on any matter presented to the advisory committee to which they have been appointed to serve.
7. Unless authorized as the designated spokesperson by the advisory committee, an individual member may not represent the advisory committee before any other committee or agency or to the press or general public. Advisory committee members are defined as "officers" of TAM and hence are governed by California Government Code Section 3201 et seq. (as amended) relating to political activities. Specifically, political activities, such as soliciting or receiving funds or contributions for a candidate or ballot measure during committee meetings, are prohibited.
8. Advisory committee members shall be responsible for having a working knowledge of the establishing ordinance, by-laws, federal or state mandates or any other governing regulations that define and set forth the intent and purpose of their appointment and shall only represent and take action on matters related thereto.
9. No advisory committee shall have powers other than advisory to TAM. Standing advisory committees, the Citizens' Oversight Committee and Technical Advisory Committee, shall have adopted by-laws approved by the TAM Board within 90 days of committee formation.
10. Advisory committee members shall not knowingly or otherwise misrepresent the scope of their influence or authority in matters assigned to their committee or represent recommendations of their respective advisory body as official TAM policy until such time as formal action, such as adoption of a resolution, has been taken by the TAM Board.
11. The TAM Board shall retain discretion to rescind any advisory committee appointment(s), as deemed necessary.

#### **Application and Appointment Procedures**

1. Notice of application for appointment to standing advisory committees shall be posted on the TAM website and provided to: all TAM Board Commissioners; all city, town, and county clerks for posting; local newspapers; all qualified nominating organizations; and all Marin County library branches. Application notification periods shall be conducted for a minimum of 60 days.
2. In the event that multiple, qualified applications are submitted for a committee membership appointment from identified nominating organizations, the TAM Board may choose to conduct interviews. If selected for an interview, applicants shall be notified of the date, time, and location of the interviews.

3. When a vacancy exists on an advisory committee and no applications have been submitted, the vacancy will be continued until such time as an appointment is made. The TAM Board may, at any time, move to continue an appointment to a subsequent date.
4. New members of advisory committees and members who wish to continue serving in their appointed capacity for an additional term are required to complete and submit a new application or may update and resubmit their original application if no pertinent information has changed. Applications shall be submitted to the TAM Executive Director, and all qualifying applications for the vacancy will be submitted to the TAM Board for consideration, selection, and appointment.
5. The TAM Executive Director shall maintain a public information list of members and designated alternates appointed to TAM Advisory Committees. The list shall include the name of the appointee, the date the term expires, and affiliation and/or nominating organization. The list shall be updated annually on January 1.